

1.913
H3Se5
Cop 4

UNITED STATES DEPARTMENT OF AGRICULTURE
Extension Service
Washington 25, D. C.

HOME MANAGEMENT "SEND FOR" LIST
January 1946

GENERAL - 4-H CLUB -- LAUNDRY -- WORK SIMPLIFICATION -- MAGAZINE ARTICLES, MOVIES

GENERAL

Georgia

Dowdy, Willie Vie. Flower arrangements for the farm home. mimeo. unnumb. 3 pp.
Ga. State Col. Ext., Athens. n.d.

Illinois

Reid, Margaret G. Obstacles to better nutrition despite the large supply of food
in prospect. 10 pp. Reprint from Food for the World, Univ. of Chicago. 1945.

Ignorance, major obstacle to good nutrition. Other factors, such as low
income, price level, food habits, cultural patterns, childhood training,
also discussed.

Maine

Monroe, Merna M. Effect of steam on the baking of foods. Reprint from Journal of
Home Economics. Vol. 36, No. 2, February 1944.

A research study on the proper steam needed for baking, giving the procedure,
results, and conclusions under nonhousehold and household conditions.

Maryland

Smith, Helen Irene. Are you safety conscious? mimeo. unnumb. 9 pp. Md. Univ.
Agr. Ext., College Park. March, 1945.

Ways of making your home safer with a 3-page check list for checking yourself
on hazards.

New Mexico

Strong, Veda. Ease and safety in doing the job. mimeo. unnumb. 4 pp. N. Mex.
Col. Agr., State College. n.d.

A radio script giving the safe and easiest way to do the simplest job around
the house..

Strong, Veda. Safety in the home. mimeo. unnumb. 8 pp. N. Mex. Col. Agr., State
College. n.d.

A radio script about safety. Why a regular check-up around the home is a good
remedy.

Tennessee

Demonstration of a unified farm and home development. C.L. 10,161, mimeo. 3 pp.
Tenn. Agr. Col. Ext., Knoxville. 2/14/45

Suggested procedures for district and county agents in showing families how to improve their living by analyzing their needs.

Texas

Claytor, Mrs. Bernice; Johnston, H. G.; and Hickerson, R. B. Wage war on rodents and household pests. MS-684. mimeo. 4 pp. Tex. Agr. Col. Ext., College Station. 1945.

Methods of exterminating rats, mice, flies, mosquitoes, cockroaches, silverfish, ants, gnats, moths, and bedbugs. Reference list.

Claytor, Mrs. Bernice. Home improvement. MS-712. mimeo. 8 pp. Tex. Agr. Col. Ext., College Station. 1945.

Project statements covering farm and ranch house, kitchen, living room, bedroom, and home management demonstrations.

Virginia

Jamison, Ruth. Lighting the farm home. Better light for better health. Selection care, and use of lamps to furnish the maximum light. mimeo. unnumb. 7 pp. Va. Agr. Col. Ext., Blacksburg. 1945.

Washington, D. C.

Williams, Paul M. Outline for suggested specifications for purchasing processed fruits and vegetables. Misc. Pub. No. 565. 18 pp. Office of Marketing Services, U. S. Dept. Agr. May 1945.

Helpful data for persons who buy for institutions. A chart gives commodity and grades available and what the specifications should include.

Plans approved to pack processed fruits and vegetables under continuous inspection. mimeo. unnumb. 6 pp. Office of Marketing Services, U. S. Dept. Agr. July 1, 1945

A list of companies, location of plants and the commodities packed under continuous inspection.

4-H CLUB

Georgia

Dowdy, Willie Vie. 4-H improvement handbook. Bul. No. 509. 3⁴ pp. illus. Ga. State Col. Ext., Athens. June 1944.

Ideas on how 4-H'ers can help in improving the home, both inside and outside. 4-H project activities on child care, home management, home safety, and care of lamps, are also outlined. Directions for home-made desks, bookcases, and footstools.

Hawaii

Trimble, Alice P. 4-H Club Record Book, Home improvement Book. mimeo. unnumb. 12 pp. illus. Hawaii Univ. Agr. Ext., Honolulu. June 1945.

Illinois

Old furniture made new. G-128. 36 pp. illus. Ill. Agr. Col. Ext., Urbana. December 1943.

A 4-H Club handbook including report blanks and illustrative material on the refinishing of old furniture, such as weaving chair seats, remodeling furniture, reupholstering, making dresser tables, and making slip covers.

New Jersey

4-H home improvement project. mimeo. unnumb. 16 pp. illus. N.J. Agr. Col. Ext., New Brunswick. n.d.

A manual for 4-H Club members on how to improve storage and work spaces.

Also good posture project material.

Leader's guide for the home front. mimeo. unnumb. 3 pp. N.J. Agr. Col. Ext. New Brunswick. n.d.

Outlines for discussion and demonstrations for bedroom, cleaning and living room storage and work spaces, for 4-H Club members.

Pennsylvania

Better farm-and-home methods electric contest for 4-H'ers. Guide book and Report folder.. Westinghouse Electric & Mfg. Co., Pittsburgh, 30. 1945.

A contest open to both 4-H Club boys and girls on methods of simplifying some farm or home task. A guidebook explaining the 4-step (JMT) method. Examples used are laundering, washing dishes and separator, cooking and freezing food.

Virginia

Jamison, Ruth. Victory storage manual. Manual No. MK 11. 15 pp. illus. Va. Agr. Col. Ext., Blacksburg. July 1944.

Check list on storage needs and how to provide storage for clothes, books, knives, cleaning and garden tools.

LAUNDRY

Hawaii

Trimble, Alice P. Just off the press. mimeo. No. 178. 4 pp. illus. Hawaii Univ. Agr. Ext., Honolulu. July, 1945.

Hints for helpful ironing, with diagrams and directions for making a sleeve-board, and various-shaped boards for ironing armholes, men's suits, sleeves, and tie board.

Hawaii (Continued)

Trimble, Alice P. Home laundering: I. Equipment and supplies. mimeo. No. 162. 4 pp. illus. Hawaii Univ. Agr. Ext., Honolulu. January 1945.

The proper placement of equipment for best results, supplies, starching, bluing, bleaching, and how to make a clothes pin bag, are all discussed in this circular.

Trimble, Alice P. Home Laundering: III. Ironing. mimeo. No. 164. 4 pp. illus. Hawaii Univ. Agr. Ext., Honolulu. January 1945.

Ways of making ironing easy and simple. Ironing boards, and how to cover them, proper use of the iron, ironing hints for various materials, how to iron a man's shirt, slacks, and shorts.

Nebraska

Ironing the easy way. mimeo. outline 6. 6 pp. Nebr. Agr. Col. Ext., Lincoln. March 1945.

Outline for conducting the meetings on "Ironing the Easy Way."

Runnalls, Mary E. Ironing the easy way. E.C. 11-220. 16 pp. illus. Nebr. Agr. Col. Ext., Lincoln. n.d.

How to apply work simplification principles to ironing, with suggestions on sprinkling, proper heights, and hints about ironing boards. Hints to speed and ease in ironing and "step by step" pictures on ironing a shirt.

New York

Williamson, Lucille. Soap and water softeners. Bul. 651. illus. N.Y. Agr. Col. Ext., Ithaca. June 1944.

Composition and differences of soap; how and when to use softeners, best use of soap, and tests for homemakers' use in determining hardness of water.

Tennessee

Keller, Lillian L. and Inez Lovelace. Washing ways. mimeo. Cl. 10, 164. 4 pp. illus. Tenn. Agr. Col. Ext., Knoxville. n.d.

Suggested demonstration on laundering, with illustrations on causes of fatigue using the best tools and equipment, list of equipment needed for demonstration and film strips and bulletins available.

WORK SIMPLIFICATION

Hawaii

Trimble, Alice P. Food management. mimeo. No. 170. 6 pp. illus. Hawaii Univ. Agr. Ext., Honolulu. July 1945.

Hawaii (Continued)

Pointers on the speediest and most efficient way of making every minute in the kitchen count -- preparing meals, shopping, storage space, and cooperation of your family.

Trimble, Alice P. 30 ideas for streamlined kitchen management. Mimeo. No. 166. 2 pp. illus. Hawaii Univ. Agr. Ext., Honolulu. July 1945.

A check list for checking yourself in becoming a good manager in your kitchen.

Maryland

Smith, Helen I. Dishwashing made pleasant. mimeo. unnumb. 5 pp. illus. Md. Univ. Agr. Ext., College Park. n.d.

Suggestions on working heights, lighting, storage space, floors, and working surfaces. Dishwashing savers and diagrams for sink and dishwashing centers.

Ohio

Beall, Thelma. Use your appliances the easy way. R.E. Cir. 72. 1 p. illus. Part V. Use the best posture for the job. Ohio Agr. Col. Ext., Columbus. n.d.

Ways of conserving your energy and fatigue by practicing correct posture.

Beall, Thelma. Use your appliances the easy way. R.E. Cir. 74. 1 p. illus. Part VI. Use the best tool for the job. Ohio Agr. Col. Ext., Columbus. n.d.

Suggestions for various ways of using your electric equipment to best advantage.

Beall, Thelma. Use your appliances the easy way. R.E. Cir. 76. 1 p. illus. Part VII. Find the best way. Ohio Agr. Col. Ext., Columbus. n.d.

Six time and motion principles for getting your work done more efficiently and with less time and effort.

Oregon

Mack, Mabel C. Labor savers in the kitchen. Ext. Bul. 655. 4 pp. illus. Oreg. State Col. Ext., Corvallis. May 1945.

Information emphasizing "Keep everything within easy reach." How to add shelves, make spice racks, knife racks, adjust working heights, make towel racks, laundry and cleaning box for supply and inserts for shelves.

Mack, Mabel C., and Arney, Helen G. A simple method of ironing a shirt. 4 pp. illus. Oreg. State Col. Ext., Corvallis. February 1945.

Eight steps pictured in a circular 12 by 18 inches that can be hung on the wall to be used as a guide.

Oregon (Continued)

Lutz, Lois A. Conserving you. HE 1822. 4 pp. Oreg. State Col. Ext., Corvallis.
1/3/45

Outline for a talk on "Why make motions count" adapted from Purdue home management committee material.

South Carolina

Lanham, Gertrude. Save your time and motion in housecleaning. 7 pp. mimeo. unnum. Clemson Agr. Col. S. C. Ext., Clemson. n.d.

Questions to ask yourself if you never seem to get your housework done and are always tired. Process chart blank included.

Tennessee

Keller, Lillian L., and Lovelace, Inez. Why not? mimeo. Cl. 10,163. 6 pp. illus. Tenn. Agr. Col. Ext., Knoxville. 2/23/45

A suggested demonstration on simplifying housecleaning. Gives a list of needed equipment and film strips available.

Vermont

Brooks, Mrs. Charlotte P. Streamlining household tasks. Brieflet No. 714. 8 pp. illus. Vt. Agr. Col. Ext., Burlington. February 1945.

Applying the work simplification principles to every household task. Break-down sheets for old and new way of doing a task. Outline for giving a demonstration.

West Virginia

Wasmuth, Gladys W. Simplify your housework. Good Living Series XII, Lesson No. 2. 6 pp. W. Va. Agr. Col. Ext., Morgantown. n.d.

Ways of applying the six work simplification principles to your home tasks, with suggestions for rearrangement of your present equipment to save time and steps, and energy. Suggestions for lesson leaders.

Wisconsin

McCordic, Mrs. Margaret. Make dishwashing easy. Spec. Cir. mimeo. 4 pp. illus. Wis. Agr. Col. Ext., Madison. May 1945.

Preparation of dishes for washing, cleaning sink, putting dishes away, and short cuts.

Wyoming

Smith, Evangeline J. Meal preparation. mimeo. unnumb. 6 pp. Wyo. Agr. Col. Ext., Laramie. n.d.

Wyoming (Continued)

Eleven points to consider in streamlining a meal, with suggested menus and recipes.

MAGAZINE ARTICLES -- MOVIES

Forecast Magazine, April 1945, page 32-33, "Work Simplification Applied to Home Management." A list of suggestions assembled from specialists in various states. Questions, "What is your attitude? What are your aims? How do you work? What is a better way to work? Do you practice efficiency or inefficiency? Does the family cooperate?"

What's New in Home Economics, June 1945, page 24. "Easy Does It the Safe Way."

House Beautiful, September 1945, page 76. "There Are Ways To Make Housekeeping Easier." The article by Florence Paine, is based on J.M.T. work in New Jersey.

New York Herald Tribune, August 5, 1945, This Week section. Eloise Davison has written an article, "More Time In Every Hour."

New York Times, June 17, 1945. An article by Jane Holt on "Job Analysis in the Kitchen."

Farm Journal and Farmer's Wife, June 1945. An article by Marjorie Merritt on "From Wearing Out."

Country Gentleman, June 1945. An article by Naomi C. Roop, on "Canning Beans Before and After J.M.T." Mrs. Roop was in the first group of homemakers to whom we taught J.M.T.

Practical Home Economics, February 1945. Anna J. Holman, of the Federal office, has written an article "Principles of Work Simplification."

McCall's Magazine, September 1945. Resume of household equipment including washing machines, refrigerators, stoves, irons.

New York World-Telegram, February 26, 1945. "JMT--Streamlines Housewife's Work."

Michigan. A movie "Study of Three Household Tasks" has just been completed.

